

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**



**Used Oil
Nonprofit Grant
Fourth Cycle
Application Instructions**

May 2000

**California Integrated Waste Management Board
Used Oil Grant Program
8800 Cal Center Drive, MS-4
Sacramento, CA 95826
(916) 255-2891**

Checklist of Application Materials

This checklist is included to assist you in putting together your grant application. Each section of your application should be clearly identified & arranged in the following order:

- ☐ Application Cover Sheet (Exhibit A)
- ☐ Table of Contents
- ☐ Resolution (Exhibit B)
- ☐ Internal Revenue Service (IRS) Determination Letter
- ☐ Proposal Narrative
- ☐ Work Statement Form(s) (Exhibit C)
- ☐ Budget Itemization (Exhibit D)
- ☐ Grants Summary Worksheet (Exhibit E)
- ☐ Project Support Letter(s) from Local Jurisdiction(s)
- ☐ References
- ☐ Re-refined Oil Purchasing Policy, Verification Form (Exhibit G)
- ☐ Green Procurement Policy, Verification Form (Exhibit H)
- ☐ One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively, stapled in upper left-hand corner. Copies must be free of distortion and easy to read.
- ☐ Application narrative may not exceed 15 pages; this does not include the required attachments.

Applications must be postmarked by Friday, July 14, 2000 or delivered by 4:00 p.m. on the above date to:

California Integrated Waste Management Board
Attn: Kelley Tyack, Grants Administration Unit
8800 Cal Center Drive, MS-14
Sacramento, CA 95826

KEY DATES	ACTIVITY
May 15, 2000 to July 14, 2000	Application period
August 2000 to September 2000	Panels review applications and prepare recommendations
October 2000	CIWMB approves grants
October 2000	Grant agreements developed and signed
November 1, 2000	Grant recipients begin execution of grants
September 30, 2002	Close of grant term
November 15, 2002	Final report and payment request due

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	Exhibit H	Green Procurement Policy, Verification Form

USED OIL NONPROFIT GRANT FOURTH CYCLE (UNP4)

I. GRANT SUMMARY AND GUIDELINES

■ BACKGROUND

There are 20 million gallons of used motor oil improperly managed in California annually. Non-profit organizations have an opportunity to work with the California Integrated Waste Management Board (CIWMB) to address this serious environmental threat. The CIWMB administers an used oil recycling program which includes providing grants to non-profit organizations for used oil and used oil filter recycling projects.

Through other grants from the CIWMB, local government agencies throughout California are working to provide convenient collection opportunities for used motor oil and oil filters to the public. They also implement outreach campaigns to the public about the importance of recycling used oil, used oil filters and other automotive wastes. The CIWMB and local government recognize the value that non-profit groups bring to these recycling efforts. All types of non-profit groups such as auto enthusiast clubs, community service organizations and environmental groups have unique and valuable ties to their communities. Through the non-profit grant program, the CIWMB is looking for non-profit groups to partner with local government agencies to promote used oil recycling and further these efforts to reach more Californians.

■ APPLICANT ELIGIBILITY

As authorized by Public Resources (PRC) section 48632(b), the CIWMB will award grants on a competitive basis to eligible non-profit groups. Eligible non-profit groups are those recognized under sections 501(c)(3), 501(c)(4), 501(c)(6) or 501(c)(10) of the Internal Revenue Code. A copy of the most recent Determination Letter issued by the Internal Revenue Service must be included with the grant application. Local governments are not eligible for this grant. Only one application will be accepted from each nonprofit group or chapter of an umbrella nonprofit group. If you have questions or need additional information, contact Claudia Moore at (916) 255-2353.

Applicants must also demonstrate coordination with the cities and/or counties impacted by the proposed project. References are also required with the application. [For more information, see page 7 (for more details) regarding project support letters and references.]

■ GRANT FUNDING

Grant funds must be used to establish or expand used oil programs that provide permanent collection opportunities, and effective publicity campaigns. Proposed activities should complement local and/or regional used oil management programs. This year \$2.0 million is available for the Nonprofit (NP) Grant. Applications proposing activities in one city or county may request up to \$200,000 in grant funding. Applications proposing activities with a statewide or regional impact may request up to \$250,000.

In addition to the general review criteria (Exhibit F), applicants are encouraged to demonstrate:

- NP use of re-refined oil and/or support from a local jurisdiction(s) whose vehicle fleet is currently using re-refined oil; and
- A green procurement policy for the NP and/or local jurisdiction(s).

■ GRANT TERM

The term of the grant is from November 1, 2000 through September 30, 2002.

■ QUESTION AND ANSWER PERIOD

Questions about the UNP4 application may be submitted in writing from June 1 to June 21, 2000 to: CIWMB, Attn: Claudia Moore, Used Oil and HHW Grants, MS - 4, 8800 Cal Center Dr., Sacramento, CA 95826. Staff will use the questions submitted to develop a question and answer sheet that will be distributed on June 30, 2000.

Responses will be posted on the CIWMB's grants website and mailed to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

■ APPLICATION FILING PROCEDURES

Applications may be mailed **or** hand-delivered to the CIWMB's Sacramento office. Mailed applications must be postmarked by **Friday, July 14, 2000**. Hand-delivered applications must be received by **4:00 p.m.** on July 14, 2000. Directions can be obtained from the CIWMB web site, www.ciwmb.ca.gov/BoardInfo/Location/ or by calling (916) 255-2891. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered or postmarked on time.

■ ELIGIBLE COSTS

In accordance with the California Oil Recycling Enhancement Act, oil funds can be used for any expense that provides an opportunity for the collection of used oil and filters that would not otherwise exist. All costs must be directly related to the implementation of used oil programs. Any materials, services, equipment, or facilities that increase opportunities for the proper collection and management (recycling) of used oil will be considered eligible costs. Costs must be reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application. All costs must be incurred during this term.

■ INELIGIBLE COSTS

Any costs not directly related to the implementation of local or regional used oil collection programs are ineligible for grant funding. These include but are not limited to the following costs:

- Costs currently covered by another CIWMB loan, grant or contract
- Purchasing or leasing of land
- Remediation
- Enforcement activities
- Overtime costs (except when required by law or labor contract for staffing evening or weekend events)
- Out-of-state travel
- Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- Public education costs not directly tied to used oil and oil filters
- Profit or mark-up by the grantee
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Cell phones, computers, and pagers
- Development of school curricula

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria listed in Exhibit F. Applicants must attain at least 45 points out of the possible 65 General Review Criteria points to be considered for funding. In addition, program criteria points apply to those applicants who score at least 45 or above in the General Review Criteria. **The panels will score applications based solely on the information provided in the application.**

■ PARTIAL FUNDING OF PROPOSALS

The review panels may recommend partial funding for some or all proposals. CIWMB staff will consult with applicants to determine the feasibility of any recommended reductions.

■ CIWMB AWARD OF GRANTS

The Board will consider the funding recommendations at its October 2000 Board meeting. You will be notified of the recommendations prior to the Board meeting.

III. APPLICATION INSTRUCTIONS

The application must be printed on double-sided 8½" x 11" recycled paper with all pages numbered consecutively. An original and three copies of the application package must be submitted. For ease of review, we prefer applications be stapled in the upper left-hand corner rather than bound. All application materials will become the property of the CIWMB.

The Nonprofit Grant application must contain the following information in this order:

- Application Cover Sheet Form (Exhibit A)
- Table of Contents
- IRS Determination Letter
- Resolution(s) (Exhibit B)
- Proposal Narrative
 - Section 1: Need, including Grants Summary Worksheet (Exhibit E)
 - Section 2: Objectives
 - Section 3: Methodology, including Work Statement Form (Exhibit C)
 - Section 4: Evaluation
 - Section 5: Budget, including Budget Itemization (Exhibit D)
 - Section 6: Completeness, Project Support Letters, References, Experience, etc.
 - Section 7: Re-refined oil policy (Exhibit G)
 - Section 8: Green procurement policy (Exhibit H)
 - Section 9: Prior Nonprofit grants

■ COVER SHEET (Exhibit A)

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form are on its reverse side.

■ RESOLUTION (Exhibit B)

The approved resolution for a single NP or regional program must be submitted with the application package or received separately by September 15, 2000. **Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

The grant application package must include:

An approved resolution from the applicant's governing body (signed by the Chair of the Board of Directors on behalf of all the members) which authorizes submittal of an application for the Fourth Cycle Used Oil NP Grant and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment.

Multiple NP Programs – Multiple NPs or chapters of an umbrella NP organization may join together to submit an application. A lead NP must be designated by the participating NP organizations. The lead agency must submit a resolution as described in Exhibit B. In addition, each participating NP organization in an application must submit a

resolution from the governing body stating that the NP organization wants to participate in a program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator.

■ PROPOSAL NARRATIVE

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the project summary as well as the nine scoring criteria (Exhibit F). We have provided questions for each criterion that should help you develop your proposal. The tip boxes after the questions should help you focus on information that is important to include. Criteria 1- 8 comprise the General Review Criteria that will be used to determine whether the proposal qualifies for grant funding. Criterion 9 is considered Program Criteria and should only be addressed if it is applicable. Applicants will be given program points only after attaining at least 45 points (70%) in the General Review Criteria section. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.**

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), Budget Itemization (Exhibit D), the Grants Summary Worksheet Form (Exhibit E), the Re-refined Oil Policy Verification Form (Exhibit G), and the Green Procurement Policy Verification Form (Exhibit H). Instructions for completing the Work Statement and the Grants Summary Worksheet Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined on the following pages.

Address each question *briefly* but thoroughly, remembering to note the information provided in the tip boxes. Please limit completed narrative to 15 pages, not including exhibits and other attachments.

**Applications must be postmarked Friday, July 14, 2000
or delivered by 4:00 p.m. on the above date to:**

**California Integrated Waste Management Board
Attn: Kelley Tyack, Grant Administration Unit
8800 Cal Center Drive, MS-14
Sacramento, CA 95826**

GENERAL REVIEW CRITERIA (65 points possible)

Introduction: Project Summary (be very brief -- 1 paragraph)

- What is the problem you are addressing? Briefly describe your project.

TIP: *Identify the products that you will use or produce.*

- 1. Need (15 points)** - Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
 - Clearly describes the problems or issues accurately & precisely that the project will address, including the local &/or state impact of the project.
 - Identifies clearly the targeted audience & why they need the project.
 - Addresses identified gap in service availability or current unmet need.
 - Supports the existence of the issue with surveys, studies.
 - Adequately describes any health and safety threats or environmental concerns.
 - Identifies existing & previous grant work on used oil and/or related areas to support the project or to justify a different approach.

TIP: *Make sure to include Grants Summary Worksheet form (Exhibit E) Grant narrative describes the local or statewide need for the project and the benefits resulting from the project. Local Demographic Studies/Statistics include: Target population size; % population targeted; service area; illegal dumping documentation; available collection opportunities; frequency of collections; # and location of permanent facilities.*

- 2. Objectives (10 points)** - Work statement and grant narrative are sufficiently detailed to determine that the project is based on the identified need described in the narrative, describes specific and measurable goals and objectives, and demonstrates that objectives can be achieved within the indicated time frame.
 - Is based on the identified need described in the Grant Narrative.
 - Specifies realistic and measurable goals and objectives.
 - Demonstrates specific objectives & how they will be achieved within indicated time frame.

TIP: *Make sure to include Work Statement (Exhibit C)
The term of this grant is only 22 months, demonstrate your project is ready to be implemented.*

- 3. Methodology (10 points)** - Grant proposal describes by task the activities to be undertaken to achieve the objectives.
 - Describes in detail all proposed tasks & activities included in Grant Timeline and Budget.
 - Identifies any products that will be used or produced and how they will be distributed.
 - Describes why the proposed activities are the best way to address the identified need.
 - Describes in detail how the proposed activities will be accomplished with available time and resources.
 - Identifies staffing required to carry out the proposed project.
 - Describes involvement of cooperating organizations.
 - Presents a specific plan for future funding.

TIP: *List tasks; sequenced timeline --the grant term is 22 months; explain how you will achieve the objectives. Permits & variances needed? Cost of continuing program, list funding priorities and give reasons. Grant Timeline, Work Statement, and Grant Narrative describe by task the activities to be undertaken to achieve the project tasks.*

4. **Evaluation (5 points)** - Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished.
- Includes both process and outcome evaluation.
 - Describes a method for evaluating and modifying methods during project implementation.
 - Identifies the strategies, milestones, and tools (for example, measure of success) that you will use to monitor the project.
 - States who will be responsible for the evaluation.
 - Explains any statistical tests or questionnaires to be used.
 - Describes any evaluation reports to be produced.

TIP: Describe statistical tests/questionnaires. What is the desired project outcome? Grant Narrative describes a method to evaluate the success of the project and determine whether objectives were accomplished. **Don't confuse tracking with evaluation.**

5. **Budget (5 points)** - Grant proposal sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the grant application and work statement are itemized in the budget.
- Budget itemization is sufficiently detailed.
 - Quotes, estimates, or other documentation to support the costs claimed are provided.
 - All program tasks described in the Work Statement and Grant Narrative are itemized in the budget.
 - Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials etc.
 - Budget items for miscellaneous, contingency, or managerial (including consultant) costs are clearly described and kept to a minimum.
 - Budget is clear & concise and arranged by approved budget categories.

Arrange **Budget Itemization** by these categories:

Permanent Collection Facilities: Costs for the establishment, expansion, and operation of used oil collection centers; or the establishment, expansion of permanent household hazardous waste collection facilities. (For ongoing costs for an HHW collection facility, include only the costs directly related to the management of used oil and oil filters.)

Temporary or Mobile Collection: Costs for one-day, intermittent events, or mobile collection (other than residential collection) of used oil and oil filters.

Residential Collection: Costs for establishment, continuation, or expansion of curbside or door-to-door collection of used oil and oil filters.

Publicity and Education: Costs for the development, printing, and distribution of used oil or HHW publicity or educational materials that promote existing or proposed used oil collection opportunities.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for used oil. Costs for containment (permanent or semi-permanent structure) should also be included here.

Personnel/Other: Costs for personnel and any other eligible expenditure that cannot be assigned to another category.

TIP: Be sure to include Budget Itemization (**Exhibit D**). Reference the ineligible and eligible cost sections of this application package to determine eligible costs. Reference the page # of your quotes; provide details for equipment, services & supplies requested; justify all non-specific costs such as overhead & miscellaneous. Grant Narrative and Budget Itemization demonstrates that the project is cost effective and makes judicious use of the requested grant funds. **Make the budget clear and concise; present the budget in such a manner that someone unfamiliar with your organization will understand it. Carefully check the accuracy and cost-effectiveness of all budget items, extraneous and unsupported budget items will count against you! Items in which there are no quotes may be eliminated**

- 6. Completeness, Letters of Support, Experience (5 points)** - Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project.
- Includes letters of support for the project.
 - Addresses ability of the applicant to coordinate contracted activities.
 - Includes resumes, background statements for key project personnel, references, etc.
 - Application is double-sized & Grant Narrative does not exceed page limit.

TIP: Double check your application & make sure everything asked for is included, and in the order prescribed. Avoid assumptions that the application is the same as last year or that reviewers have access to outside information. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project.

- **Project Support Letter(s) from Local Jurisdiction(s)**

Letters of support must be on the local government's letterhead and must be signed by the individual with responsibility for the local used oil program. If you are uncertain who the appropriate local government person is, check our website at: www.ciwmb.ca.gov/grants/gratis.asp. Letters must demonstrate that the local government understands the specific project you are proposing and detail how they will work with your organization as you implement your proposal.

General letters of support from other should also be included in this section. **All letters must be submitted with the application.**

- **References**

Include written references from at least two organizations, other than the CIWMB, from which your nonprofit organization has received a grant. Each reference must include a brief description of the tasks undertaken, the requirements of the grant, and the extent to which your organization satisfied those requirements. If your organization has not received any previous grants, provide letters from other organizations with which your organization has worked. All references must provide the name, address, telephone, and fax numbers of the individual that provided the reference from each organization.

7. Demonstrate NP use of re-refined oil and/or support from a local jurisdiction(s) whose vehicle fleet is currently using re-refined oil (10 points)

TIP: Make sure to complete **Exhibit G**, The Re-Refined Oil Purchasing Policy Verification Form.

8. **Demonstrate evidence of a green procurement policy for the NP and/or local jurisdiction (5 points)**

TIP: Make sure to complete **Exhibit H**, The Green Procurement Policy Verification Form.

PROGRAM CRITERIA (5 points possible)

9. **No NP grant funding was received during last two cycles (UNP2 or UNP3) (5 points).**

- Grant proposal is from an applicant who did not receive a Nonprofit Grant since 1996.

TIP: Was your organization the lead in the UNP2 or UNP3 cycle? If so, you will not receive points here. However, if you were a member of a regional group, you will receive points.

IV. GRANT ADMINISTRATION

▪ **GRANT AGREEMENT**

Following the Board's approval of the grant awards at the October 2000 monthly business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. Copies of these documents in draft form are available for review by grant applicants. Call the CIWMB at (916) 255-2891 to request these documents or review our website (<http://www.ciwmb.ca.gov/UsedOil/grants/NonProfit>). These documents along with the applicant's Budget Itemization and Work Statement will comprise the grant agreement. The signature authority, designated by resolution, will be required to sign the Grant Agreement Form and return it to the CIWMB within 90 days from date of CIWMB's mailing of the agreement package. Failure to return the executed agreement within 90 days may result in revocation of the grant award. The grant agreement is for a term of 22 months beginning November 1, 2000 and terminating September 30, 2002.

▪ **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.)

▪ **AUDIT REQUIREMENTS**

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance, or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.